



**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

## MEMORANDUM

TO: Elementary, Middle and High School Principals, Superintendents, Curriculum Coordinators and Special Education Coordinators.  
FROM: Gail Taylor, Standards and Assessments Division Director  
Michael Hock, Director of Educational Assessment  
RE: **NECAP Reading, Writing and Mathematics Testing for Grades 3 through 8 and 11**  
DATE: August 4, 2009

### **2009 NECAP Reading, Writing and Mathematics test administration window**

The administration window for this year's New England Common Assessment Program (NECAP) Reading, Writing and Mathematics tests is **October 1-23, 2009**. Vermont students in grades 3 through 8 and 11, including publicly funded students attending private independent schools, must participate unless a student qualifies for alternate assessment or state approved exemption. Each school is responsible for creating its own testing schedule but should consider religious holidays or local events that may impact students' ability to participate. Schools should also schedule make-up sessions during the last few days of the assessment window. All NECAP assessment materials should be packed and ready for pick up by UPS at **8:00 AM on Monday October 26, 2009**.

Following is a complete schedule for this fall's assessment:

September 21, 2009	Assessment materials will be delivered to schools by UPS. Additional student labels for new student can be ordered on-line ( <a href="http://iservices.measuredprogress.com">http://iservices.measuredprogress.com</a> ).
October 1, 2009	Assessment window opens
October 2, 2009	Last day to order additional student labels
October 9, 2009	Labels shipped to schools
October 22, 2009	Assessment window closes
October 23, 2009	Last day to complete online <i>Principal Certification of Proper Test Administration</i> ( <a href="http://iservices.measuredprogress.com">http://iservices.measuredprogress.com</a> ).
October 26, 2009	UPS pick up of test materials. Please have materials ready by 8:00 AM

**Please note:** The window for the NECAP Science Assessment is **May 10 to 27, 2010**, with pick up on May 28, 2010.

### **NEW FOR 2009**

- **Maine students take NECAP for the first time** -Maine, the NECAP project's newest member, will administer NECAP for the first time to students in grades 3 – 8.
- **New Accommodations Table** - The NECAP Test Administrator's manual will include a new table of standard accommodations for students with special assessment needs. The new accommodations table has been reformatted to make it easier to use. A few new accommodations have been added, several

have been clarified, and a few that were never used have been removed. A new accommodations manual will also be available in time for the fall assessment.

- **Writing Pilot in Grades 5 and 8** – Because only four years of writing assessments were developed at the beginning of the NECAP project, this year it will be necessary to pilot a new set of five writing tests. The writing pilot will be integrated into the regular assessment materials so students and teachers shouldn't notice anything different about the test administration, nor will any additional time be required. However, because this is a pilot test, no student or school scores will be available. Several options for conducting the writing pilot were discussed with the Vermont Superintendents Association Assessment Committee, the NECAP Technical Advisory Committee and the Commissioner's Committee of Practitioners (e.g., pilot in another state, separate writing pilot at another time during the school year). It was decided that replacing the regular writing test with a one-year pilot would minimize fiscal impact and disruption for students and teachers.
- **Student writing samples returned to schools** – This year, for the first time, students' responses to the grade 11 common writing prompt will be returned to high schools on CD. In 2010, when writing assessment is resumed at grades 5 and 8, students' writing will also be available at those grades.
- **NECAP test administrator training CDs** – This year the number of test coordinator workshops will be reduced from five to two, one in the north of the state and another in the south. These workshops will be designed for individuals who are new to NECAP or who are looking for an update (see below for additional information). In place of these workshops, every school will receive two training CDs, one for the test coordinator and one for test administrators, which include updates and cover key procedures and policies for administering the NECAP tests. The CDs will be included in the school's shipment of testing materials, arriving on or before September 21<sup>st</sup>.

### Ordering NECAP tests in Braille or large print

Braille and large print tests can be ordered through the Measured Progress Service Center at 1-877-632-7774. Orders must be placed before **August 20, 2009** to allow sufficient time for printing. The student's name and state assigned student ID number are required to place an order. Orders for Braille tests must also indicate if a contracted or uncontracted version is needed.

### NECAP test coordinators workshops

As noted above, this year two test coordinators workshops will be offered for individuals new to NECAP or who would like additional face-to-face training. Test administration workshops are scheduled as follows:

Date	Schedule		Location	Seating Capacity
	Registration	Workshop		
9/10/2009	12:30 – 1:00 pm	1:00 – 3:30 pm	Montpelier, Capitol Plaza	100
9/11/2009	8:30 – 9:00 am	9:00 – 11:30 am	Killington, Grand Summit	100

- To register for a workshop, go online to <http://iregister.measuredprogress.org>.
- At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
- You will see additional information on this page including a brief description of the workshop and a link to driving directions.
- You will be asked to provide basic contact information. Once you have completed all of the required fields, click on "Register".
- You will then see a confirmation page. Please print this confirmation page, as it is the only confirmation you will receive.

Questions about the NECAP Test Coordinators workshops, cancellations or registration changes should be addressed to the NECAP Service Center at **1-877-632-7774**. All other inquiries about NECAP testing can be forwarded to Michael Hock (Phone: 802-828-3115; E-Mail: [Michael.Hock@state.vt.us](mailto:Michael.Hock@state.vt.us)) or Mary Ann Minardo (Phone: 802-828-5410; E-Mail: [Maryann.Minardo@state.vt.us](mailto:Maryann.Minardo@state.vt.us)).